



600.09 Reviews and Audits of Jail Division Operations and Programs

Number Series: 600 - Corrections Division
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600.09-1 Policy

The Jail Administrator, or designee, shall perform a formal internal administrative audit of Corrections Division operations and programs at least annually to determine progress toward achieving the Division's previously identified objectives. This internal audit will be separate from any external inspections conducted by other agencies or Hendry County Sheriff's Office components.

600.09-2 Inspections and Reviews of Operations and Programs

- I. Inspections and reviews of Corrections Division operations and programs shall be conducted routinely by the Corrections Division Lieutenant, or designee.
- II. Reviews shall include an assessment of facility operations and programs to determine the degree of compliance with established policies and procedures.
- III. A Summary Report shall be submitted to the Jail Administrator, or designee, providing information relative to the adequacy of Corrections Division operations, programs, policies and procedures and the identification of any specific problem areas.

600.09-3 Annual Internal Audit

The Jail Administrator, or designee, shall:

- I. Be responsible for an annual review of reports pertinent to programs and services in terms of Division needs.
- II. Review inmate programs and services in terms of established goals and objectives to determine the level of achievement.
- III. Prepare an annual written evaluation for dissemination to appropriate staff outlining any needed modifications to programs and services.

REFERENCES

State/Federal Regulations:
Florida Model Jail Standards

FCAC:
N/A

PREA:
N/A

Forms:
Summary Report

Other Policy/ Procedure References:
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